



City of Loma Linda Official Report

Floyd Petersen, Mayor
Stan Brauer, Mayor pro tempore
Robert Christman, Councilmember
Robert Ziprick, Councilmember
Charles Umeda, Councilmember

COUNCIL AGENDA: October 25, 2005

TO: City Council

VIA: Dennis R. Halloway, City Manager

SUBJECT: Chamber of Commerce Quarterly Report and request for
disbursement of funds pursuant to agreement with the City

RECOMMENDATION

It is recommended that the City Council receive the Quarterly Report for filing and authorize disbursement of funds.

**REQUEST FOR QUARTERLY FUNDING
WITH ATTENDING SUPPORT DOCUMENTS
TO
LOMA LINDA CITY COUNCIL
LOMA LINDA REDEVELOPMENT AGENCY**

October 25, 2005

C O N T E N T S

- * President's Letter of Request for Quarterly Payment
- * Roster of Directors 2005
- * Staff Activity Reports (July/August/September 2005)
- * Financial Report for Third Quarter 2005
- * Membership Update Material (July/August/September 2005)
- * *Loma Linda Report* July/August and September/October 2005 Issues

2005 CHAMBER
BOARD OF DIRECTORS

Rosemary Estupinan, President
Heritage Gardens Health Care
and Retirement Center

James Walling, President-elect
Inland Community Bank

Norman Meyer, Secretary
Past Vice-President Loma Linda
Community Hospital & Loma Linda
University Medical Center

Kathy Dexter, Treasurer
Design by Dexter

Manuel Aranda, Jr.
SBV Water Conservation District

Phil Carlisle
Loma Linda Market &
Nutrition Center

Elsie Chan
Spectrotape Corporation

Jean Bush-Chuminatto
State Farm Insurance

Robert Frost
Loma Linda University Foundation

Dr. David B. Hinshaw, Jr.
Loma Linda University
Medical Center

Phil Jolley
Golden Opportunities

L. Roo McKenzie
Loma Linda Academy

Jeanne Minnerly
The Copeland Group

Beverly Powell
Southern California Edison

John Ruffcorn
Retired, University Church of
Seventh-day Adventists

Dick Schaefer
Loma Linda University

Dean Stordahl
VA Loma Linda Healthcare System

Trey Weatherill
University Mortgage

Margi Worley
Margi's Sewing Boutique

DIRECTORS EMERITUS

Dr. David Bieber
Retired, Past President
Loma Linda University

Elmer Digneo
Past Head Principal
Loma Linda Academy

Lillian Miller
University Realty

Willard Stewart
United Property Management

LOMA LINDA

CHAMBER OF COMMERCE

October 25, 2005

Members of the City Council
Members of the Redevelopment Agency
Dennis Hallowsay, City Manager
City of Loma Linda
Loma Linda, California 92354

Re: Quarterly Report of the Loma Linda Chamber of Commerce

Dear Council Members, and
Redevelopment Agency Members:

On behalf of the Loma Linda Chamber of Commerce, I am submitting the following report under the terms of the promotional agreements between the City of Loma Linda/Redevelopment Agency and the Chamber of Commerce.

Please consider this the Chamber's official request for funds in the amount of \$12,350.00 to be released October 25, 2005, from the Redevelopment Agency, pursuant to the Chamber's ongoing promotional agreements. This payment represents compensation for completion of work during September, October, and November 2005.

Since our last report, the Chamber has increased its responsibilities and activities, some new and others ongoing:

1. We continue to serve the general public and the business community, with total response to requests and inquiries and general communications (excluding newsletter) at 5,837 for the months of April, May, and June. Detailed reports are attached.
2. The July/August and September/October issues of the Chamber's *Loma Linda Report* incorporating City news was published and distributed to all households and businesses in Loma Linda. Circulation is 10,000. We are enclosing copies of these issues.

Communication In Action

3. We coordinated and held our Annual Community Parade on October 9th, with over 1000 people in the parade and a record crowd attending.
4. We continue to work with city departments and code enforcement regarding ongoing signage issues.
5. Our membership now stands at 249, and steadily increases.
6. The Chamber continues participation in community affairs in general. More specifically, the Chamber participated (attending, providing manpower, soliciting funds and/or prizes, giving public support, etc.) in the following:
 - * Campus/Chamber Connection at Loma Linda University on October 20th.
 - * Grand Opening/Ribbon Cutting at Holiday Inn Express on July 21st and Redlands Auto Glass on August 30th.
 - * President, President-elect, and CEO attended the 35th Anniversary celebration of Incorporation of City of Loma Linda on September 27th, and presented plaque.
 - * President, President-elect, and CEO participated in Senator Dutton's Small Business Forum on August 10th.
7. Regular meetings include Executive Committee, Board of Directors, Breakfast Network, and Chamber Ambassadors. Other committees meet on an as-needed basis.
8. The Breakfast Network continues to meet every Wednesday at 7:30 a.m. for programs and networking. Attendance averages about 25-30.

The following Chamber-sponsored activities and projects are in the planning stages through the next quarter:

- Annual Community Awards Dinner scheduled for Thursday, January 26, 2006.
- Annual State of the Community Luncheon (date to be determined).
- Member Appreciation Luncheon to be held November 2, 2005.
- Grand Openings and Ribbon Cuttings as requested.
- Continued refinement and updating of our Chamber's website and expansion of e-mail directory for more timely and economical communication with members.
- Program of Work planning (workshops).
- Ongoing marketing campaign to increase Chamber revenue stream through expansion of membership base and advertising base.

- Continuing coordination with the University and Medical Center for their 100th Anniversary celebration, including representation in our newsletter.
- Coordination of the 2006 *Business Directory and Resource Guide*.

Our office continues to serve the public and coordinate the activities of the Chamber under the direction of Chief Executive Officer, Peg Karsick, with the support of her Executive Assistant, Darla Stern, and office volunteers. We invite you to stop by our office soon. They welcome your inquiries and input as we all work together for Loma Linda's benefit. Detailed staff reports are attached for your information.

As Chamber President for the year 2005, I appreciate our continuing contractual agreements to promote the City of Loma Linda. Our Officers, Directors and our staff will continue to work closely with the City's departments to encourage and support a positive business climate, to foster total community involvement in our Chamber of Commerce, and to promote Loma Linda as a city that is business friendly. Please feel free to call on us to assist through mobilizing our business and community resources as concerns arise.

Sincerely,



Rosemary Estupinan
President

RE/dds

Attachments

LOMA LINDA

CHAMBER OF COMMERCE

2005 Officers and Board of Directors

(Effective January 5, 2005)

President: Rose Estupinan

Secretary: Norm Meyer

President-elect: Jim Walling

Treasurer: Kathy Dexter

Manuel Aranda, Jr. 12/31/05
SBV Water Conservation Dist.
P.O. Box 1839
Redlands, CA 92373
793-2503

David Bieber Emeritus
11560 Hillcrest
Loma Linda, CA 92354
796-4521

Phil Carlisle 12/31/06
LL Market & Nutrition Center
11161 Anderson St.
Loma Linda, CA 92354
824-4565

Elsie Chan 12/31/06
Vice President of Membership
Spectrotape Corporation
345 W. Valley Blvd.
Colton, CA 92324
825-6744

Jean Chiuminatta 12/31/05
Vice President of Bus. Promo's
State Farm Insurance
P.O. Box 276
Sky Forest, CA 92385
336-7233

Kathy Dexter 12/31/05
Treasurer
Design by Dexter
964 Creek View Lane
Redlands, CA 92373
307-2221

Elmer Digneo Emeritus
10613 Ohio St., P.O. Box 1333
Loma Linda, CA 92354
796-0465

Rose Estupinan 12/31/05
President
Heritage Gardens
25271 Barton Rd.
Loma Linda, CA 92354
796-0216

Robert Frost 12/31/05
LLU Foundation
Loma Linda University
Loma Linda, CA 92350
558-4534

David Hinshaw, Jr. 12/31/05
LLU Medical Center
11234 Anderson St.
Loma Linda, CA 92354
558-4013

Phil Jolley 12/31/07
Golden Opportunities
25884-D Business Center Dr.
Redlands, CA 92374
799-5181

L. Roo McKenzie 12/31/05
Loma Linda Academy
10656 Anderson St.
Loma Linda, CA 92354
796-0161 x3301

Norman Meyer Emeritus
Secretary
25762 Sunrise Way
Loma Linda, CA 92354
799-0777

Lillian Miller Emeritus
University Realty, Inc.
11156 Anderson, P. O. Box 788
Loma Linda, CA 92354
796-0156

Jeanne Minnerly 12/31/06
The Copeland Group
25809 Business Ctr Dr., #F
Redlands, CA 92374
799-8565

Beverly Powell 12/31/07
Southern California Edison
287 Tennessee Avenue
Redlands, CA 92373
307-6742

John Ruffcorn 12/31/05
23187 Glendora Dr.
Grand Terrace, CA 92313
824-2986

Dick Schaefer 12/31/06
The Heritage Room
Loma Linda University
Loma Linda, CA 92350
558-1000

Willard Stewart Emeritus
United Property Management
10535 Anderson St.
Loma Linda, CA 92354
796-2897

Dean Stordahl 12/31/06
VA Loma Linda Healthcare Sys.
11201 Benton St.
Loma Linda, CA 92354
422-3002

James Walling 12/31/07
President-elect
Inland Community Bank
11175 Mt. View Ave., Ste. O
Loma Linda, CA 92354
796-7100 x221

Trey Weatherill 12/31/07
University Mortgage
24949 Prospect Avenue
Loma Linda, CA 92354
796-1404

Margi Worley 12/31/06
Margi's Sewing Boutique &
Image Consultant
11411 Anderson Street
Loma Linda, CA 92354
796-4600

Peg Karsick, CEO
LL Chamber of Commerce
25541 Barton Road, Ste. 4
Loma Linda, CA 92354
799-2828

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

JULY 2005

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	8
Faxes	9
E-Mails	11
Web Site Hits (Phil Jolley)	1204
E-Mail Membership Alerts	0
Information Inquiries by Telephone and Walk-Ins:	265
Economic Development Activity (New)	3
Relocation & Visitor Information	10
Invoices:	84
Other:	1
Membership:	
Renewal Acknowledgements	12
New Member Acknowledgements	3
Member Solicitation, other than mailings	8
Total Membership & Business Correspondence:	1618
Event Calendar, Ribbon Cutting/Mixer & Breakfast Network Calendar Mailing	285
Golf Sponsor Thank You Letters	50
Golf Prize Donation Thank You Letters	21
TOTAL CORRESPONDENCE AND INQUIRIES:	1,974

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer to prepare financial reports.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members by mail and site visits.

Responded to inquiries from the public.

Handled routine office business.

Completed July/August 2005 *Loma Linda Report*.

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

July 6th, 13th, 20th, 27th Breakfast Network

MISCELLANEOUS ACTIVITIES

- Coordinated Ribbon Cutting & Mixer at Holiday Inn Express on July 21st.
- Wrapped up Annual Golf Tournament business.

Note: Regular meetings (Executive Committee, Board, Ambassadors) were suspended during July. Regular meetings will resume in August.

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

AUGUST 2005

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	3
Faxes	7
E-Mails	11
Web Site Hits (Phil Jolley)	1188
E-Mail Membership Alerts	0
Information Inquiries by Telephone and Walk-Ins:	268
Economic Development Activity (New)	2
Relocation & Visitor Information	31
Invoices:	64
Other:	0

Membership:

Renewal Acknowledgements	25
New Member Acknowledgements	7
Member Solicitation, other than mailings	12

Total Membership & Business Correspondence: 1618

Golf Committee Thank You Letters	20
July/August Issue of the <i>Loma Linda Report</i>	9103

TOTAL CORRESPONDENCE AND INQUIRIES: 10,741

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer to prepare financial reports.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members by mail and site visits.

Responded to inquiries from the public.

Handled routine office business.

Mailed the July/August 2005 *Loma Linda Report*.

Completed September/October 2005 *Loma Linda Report*.

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

August 3rd, 10th, 17th, 24th, 31st Breakfast Network

August 11th – Executive Committee Meeting

August 11th – Board Meeting

August 18th – Golf Wrap-up Meeting

Meeting notices to Board and Committee Members: 64

MISCELLANEOUS ACTIVITIES

- Coordinated Ribbon Cutting & Mixer at Redlands Auto Glass on August 30th.
- Wrapped up Annual Golf Tournament business.
- Attended Senator Dutton's Small Business Forum on August 10th.
- Attended City Council meeting regarding proposed Surgical Specialty Hospital.

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

SEPTEMBER 2005

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	8
Faxes	31
E-Mails	8
Web Site Hits (Phil Jolley)	1149
E-Mail Membership Alerts	0
Information Inquiries by Telephone and Walk-Ins:	254
Economic Development Activity (New)	4
Relocation & Visitor Information	13
Invoices:	67
Other:	1
Membership:	
Renewal Acknowledgements	12
New Member Acknowledgements	3
Member Solicitation, other than mailings	9
Total Membership & Business Correspondence:	1559
Initial Parade Invite Letters	355
Parade VIP Invite Letters	22
Parade Participant Letters	39
Campus Chamber Connection Invite Letters	250
September/October Issue of the <i>Loma Linda Report</i>	9082
TOTAL CORRESPONDENCE AND INQUIRIES:	11,307

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer to prepare financial reports.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members by mail and site visits.

Responded to inquiries from the public.

Handled routine office business.

Distributed the September/October 2005 *Loma Linda Report*.

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

September 7th, 14th, 21st, 28th Breakfast Network

September 8th – Executive Committee Meeting

September 8th – Board Meeting

September 13th, 29th – Parade Meeting

September 14th – Ambassador Meeting

Meeting notices to Board and Committee Members: 58

MISCELLANEOUS ACTIVITIES

- Presented a commemorative plaque to the City up on its celebration of 35 years.
- Met with members to plan their events:
 - September 14th – Loma Linda Inn
 - September 14th – Loma Linda Antique Mall
- Provided goodie bags for Bryn Mawr Elementary Kindergarten class visit on September 22nd.
- Attended 35th Anniversary event for the City on September 27th.
- Met with Directory & Maps representatives to plan for our next resource guide.

3:40 PM

10/18/05

Cash Basis

LOMA LINDA CHAMBER OF COMMERCE
Profit & Loss Budget vs. Actual
 January through September 2005

	Jan - Sep 05	Budget	\$ Over Budget
Income			
I. CHAMBER PUBL	3,813.25	1,000.00	2,813.25
I. INTEREST	98.22	72.00	26.22
I. LL CITY RED.	37,200.00	37,435.50	-235.50
I. MEMB. EVENTS	166.14	500.00	-333.86
I. MISC. INCOME	1,031.58	350.00	681.58
I. NEW MEMBERS	6,375.00	5,220.00	1,155.00
I. NEWSLETTER	11,485.50	10,000.00	1,485.50
I. RENEWALS	21,115.00	20,997.00	118.00
I. S.E. COM. LU	1,460.00	1,000.00	460.00
I. S.E. EXPO	8,100.00	8,000.00	100.00
I. S.E. GOLF	29,563.70	22,000.00	7,563.70
I. S.E. INSTALL	15,659.00	11,000.00	4,659.00
I. S.E. PARADE	1,350.00	2,000.00	-650.00
Total Income	137,417.39	119,574.50	17,842.89
Expense			
E. AUTO	685.00	810.00	-125.00
E. BAD DEBTS	7.00	225.00	-218.00
E. DEPRECIATION	787.00	524.97	262.03
E. DUES & SUB.	1,210.00	1,125.00	85.00
E. INSURANCE	1,799.00	3,000.00	-1,201.00
E. MEMB. EVENTS	853.39	800.00	53.39
E. MISC.	415.94	360.00	55.94
E. NEWSLETTER	7,316.51	7,333.32	-16.81
E. OFFICE EQUIP	3,430.99	3,450.00	-19.01
E. OFFICE SUPPL	3,282.00	2,997.00	285.00
E. OUTSIDE SERV	1,195.81	1,647.00	-451.19
E. POSSESS. TAX	121.39	250.00	-128.61
E. POSTAGE	2,698.00	2,619.00	79.00
E. PROMO. P.R.	2,235.11	1,876.00	359.11
E. RENT	6,453.72	6,453.72	0.00
E. S.E. COM. LU	3,946.49	2,500.00	1,446.49
E. S.E. EXPO	4,772.90	5,000.00	-227.10
E. S.E. GOLF	12,394.19	9,500.00	2,894.19
E. S.E. INSTALL	9,666.09	8,000.00	1,666.09
E. S.E. PARADE	0.00	2,000.00	-2,000.00
E. SALARY & BEN	63,071.49	60,509.00	2,562.49
E. TELEPHONE	361.36	747.00	-385.64
E. TRAV. & EDUC	306.90	250.00	56.90
Total Expense	127,010.28	121,977.01	5,033.27
Net Income	10,407.11	-2,402.51	12,809.62

Quarter 3 2005

Cash Basis

	Jul - Sep 05	Budget	\$ Over Budget
Income			
I. CHAMBER PUBL	197.40		
I. INTEREST	50.85	24.00	26.85
I. LL CITY RED.	12,500.00	12,478.50	21.50
I. MEMB. EVENTS	73.45	500.00	-426.55
I. MISC. INCOME	345.00	150.00	195.00
I. NEW MEMBERS	2,290.00	1,740.00	550.00
I. NEWSLETTER	4,935.00	2,500.00	2,435.00
I. RENEWALS	7,890.00	6,999.00	891.00
I. S.E. EXPO	262.50		
I. S.E. GOLF	7,636.70	7,000.00	636.70
I. S.E. INSTALL	40.00		
I. S.E. PARADE	1,350.00	2,000.00	-650.00
Total Income	37,570.90	33,391.50	4,179.40
Expense			
E. AUTO	169.00	270.00	-101.00
E. BAD DEBTS	0.00	75.00	-75.00
E. DEPRECIATION	333.00	174.99	158.01
E. DUES & SUB.	292.00	375.00	-83.00
E. INSURANCE	714.00	1,500.00	-786.00
E. MEMB. EVENTS	808.13	800.00	8.13
E. MISC.	230.90	120.00	110.90
E. NEWSLETTER	2,017.67	1,833.33	184.34
E. OFFICE EQUIP	737.04	750.00	-12.96
E. OFFICE SUPPL	889.20	999.00	-109.80
E. OUTSIDE SERV	319.13	549.00	-229.87
E. POSTAGE	435.00	873.00	-438.00
E. PROMO. P.R.	1,587.30	624.00	963.30
E. RENT	2,151.24	2,151.24	0.00
E. S.E. GOLF	1,510.76	2,000.00	-489.24
E. S.E. INSTALL	800.00		
E. S.E. PARADE	0.00	2,000.00	-2,000.00
E. SALARY & BEN	20,325.11	20,109.00	216.11
E. TELEPHONE	100.18	249.00	-148.82
Total Expense	33,419.66	35,452.56	-2,032.90
Net Income	4,151.24	-2,061.06	6,212.30

**LOMA LINDA CHAMBER OF COMMERCE
MEMBERSHIP REPORT
MONTH ENDING JULY 2005**

										July 05	July 04
Total Membership										249	229
*Includes those on Delinquent List											
New Members (Year to Date)										33	24
January	2	March	6	May	6	July	7	September	0	November	0
February	3	April	6	June	3	August	0	October	0	December	0
Membership Renewals (This Month)										26	13
Total Income from Membership (This Month)										\$5,475	\$2,430
Renewals:		\$4,220.00									
New Members:		\$1,010.00									
One-Time Fees:		\$ 245.00									
Delinquent Memberships (This Month)										11	7
Cancelled/Dropped Members (Year to Date)										20	10
January	4	March	3	May	1	July	3	September	0	November	0
February	3	April	3	June	3	August	0	October	0	December	0

**LOMA LINDA CHAMBER OF COMMERCE
MEMBERSHIP REPORT
MONTH ENDING AUGUST 2005**

										<u>Aug. 05</u>	<u>Aug. 04</u>
Total Membership										249	231
*Includes those on Delinquent List											
New Members (Year to Date)										36	29
January	2	March	6	May	6	July	7	September	0	November	0
February	3	April	6	June	3	August	3	October	0	December	0
Membership Renewals (This Month)										12	16
Total Income from Membership (This Month)										\$2,625	\$3,310
Renewals: \$2,070.00											
New Members: \$450.00											
One-Time Fees: \$ 105.00											
Delinquent Memberships (This Month)										9	6
Cancelled/Dropped Members (Year to Date)										23	13
January	4	March	3	May	1	July	3	September	0	November	0
February	3	April	3	June	3	August	3	October	0	December	0

**LOMA LINDA CHAMBER OF COMMERCE
MEMBERSHIP REPORT
MONTH ENDING SEPTEMBER 2005**

										<u>Sept. 05</u>	<u>Sept. 04</u>
Total Membership										249	230
*Includes those on Delinquent List											
New Members (Year to Date)										39	30
January	2	March	6	May	6	July	7	September	3	November	0
February	3	April	6	June	3	August	3	October	0	December	0
Membership Renewals (This Month)										12	17
Total Income from Membership (This Month)										\$2,080	\$2,355
Renewals: \$1,600.00											
New Members: \$375.00											
One-Time Fees: \$ 105.00											
Delinquent Memberships (This Month)										8	4
Cancelled/Dropped Members (Year to Date)										26	15
January	4	March	3	May	1	July	3	September	3	November	0
February	3	April	3	June	3	August	3	October	0	December	0